

21 December 1977

MEMORANDUM FOR: NFAC Administrative Officer

FROM : Presidential Briefing Coordinator

SUBJECT : Typewriter Support of Presidential
Briefing Preparations

1. There are normally about three dozen Presidential briefing topics in various stages of preparation at any one time. In the course of a month a topic proceeds through concept papers, outlines, drafts of papers and talking point drafts. Some topics are discarded along the way. About six are actually given each week. A topic which is briefed will normally go through four drafts in the last two days preceding the briefing. In addition three separate memoranda series to coordinate the NFAC effort must be prepared quickly, modified frequently and distributed each week. The current philosophy of NFAC is to further increase the fraction of the briefing preparations done by the Presidential Briefing Coordinator so that the workload described above will increase.

2. While I am moving in large measure in order to use the NFAC typing pool to best advantage, it is clear that this will not suffice to carry out the large amount of fast response work that will be needed to support the DCI's briefing schedule. Accordingly I consider it imperative that the Presidential Briefing Coordinator's secretary be equipped with either:

A. LEXITRON Videotype 911-13

or

B. IBM MagCard/A

3. The LEXITRON Videotype 911-13 is to be preferred since the incumbent can employ it without further formal training. If the MagCard machine is provided an early training course will be needed.

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